

# Manual-1

## Particulars of organization, functions and duties

### [Section 4(1)(b)(i)]

II) **LICENSING**: -\_The Licensing Branch of Delhi Police is currently functioning from the first floor of Police Station – Defence Colony, New Delhi under the supervision of an Addl. Commissioner of Police. He is responsible for granting licenses/permission/NOC for: -

- a. Arms and Explosives
- b. Fire Crackers.
- c. NOCs for Petrol pumps/CNG/LPG stations.
- d. Storage of Poisons & Sulphur.
- e. Guest Houses/Motels/Hotels etc.
- f. Eating Houses.
- g. Cinema.
- h. Video Game Parlour.
- i. Swimming Pool.
- j. Amusement Activities. (Performance License)
- k. Premises License (Auditorium, Discotheque)
- l. Registration of newspapers and Journals.
- m. Declaration of Printing Press.

**Manual-2**  
**Powers and duties of officers and employees**

[Section 4(1) (B)(ii)]

| S.No. | Name and designation | Powers                                      |   |   |        | Duties attached |
|-------|----------------------|---|---|---|--------|-----------------|
|       |                      | Admn.                                       | Financial                               | Statutory                                       | Others |                 |
| 1.    | Addl.CP/Licensing    | As prescribed by Delhi Police Act and Rules | As prescribed by General Finance Rules. | As prescribed by Cr.P.C. and Local & Spl. Laws. | -      | Head of Unit    |

# Manual-3

## Procedure followed in decision – making process [Section 4(1)(b)(iii)]

### LICENSING BRANCH: -

| <b>I) ISSUANCE OF ARMS LICENSE</b> |   |                        |                   |
|------------------------------------|---|------------------------|-------------------|
| <b>S.No</b>                        | <b>Activity</b>   | <b>Level of action</b> | <b>Time frame</b> |
| 1.                                 | Applicant collects the application form ,format of medical fitness certificate and affidavit from Reception of Licensing Unit or Distt. Police Licensing Counter or can download from our website i.e. <a href="http://www.delhipolicelicensing.gov.in">www.delhipolicelicensing.gov.in</a>     | Reception/website      | -                 |
| 2.                                 | Applicant fills and the form alongwith required documents and submits the same at Reception Counter of Licensing Unit or Distt. Police Licensing Counter.   | Licensing Counter      | -                 |
| 3.                                 | On receipt of the Application Form and the supporting documents, an acknowledgement is issued. In case of incomplete documentation applicant is informed verbally/in writing. On receipt of L.P. report file is moved to obtain orders from Addl.CP./Lic in r/o of Arms License form NPB weapon | I/C Fresh              | Same day          |
| 4.                                 | The character and antecedent report is sought from the local police.  | I/C Fresh              | -                 |
| 5.                                 | In case of Arms License for PB weapon the file is forwarded to MHA through GNCT.  | I/C Fresh              | -                 |
| 6.                                 | On sanction of MHA, Arms License booklet is received in Licensing Unit. In case of NPB Arms License the case is examined and applicant is informed of the decision by dak.  | I/C Fresh              | -                 |
| 7.                                 | License is issued to the applicant file is updated and then moved to record section   | I/C Fresh              | -                 |

| <b>RENEWAL OF ARMS LICENSE</b>                 |  |                        |                   |
|--|--|------------------------|-------------------|
| <b>S. No</b>                                   | <b>Activity</b>  | <b>Level of action</b> | <b>Time frame</b> |
| 1.   | Licensee can collect renewal form from reception counter/download from website/Licensing counters in district. DCsP office. After filling up the form he collects token from the Arms Counter. | Reception Counter      | -                 |
| 2.   | Weapon is inspected by the armourer  | Armourer               | Same day          |
| 3.   | Licensee approaches concerned renewal counter in Arms Lounge-I as soon as token number is displayed on the screen.   | PRO                    | Same day          |
| 4.   | Renewal Asstt. Of the Renewal Counter, check documents, CRO and Area Validity.   | Renewal Counter        | Same Day.         |
| 5.   | In case of late renewal, add change anything adverse in CRO, orders are obtain from inspr/ACP/Addl.CP/Lic  | ACP/Arms               | Same day          |
| 6.   | After obtaining renewal orders entry is made in computer and Arms license is stamped.  | Renewal Asstt.         | Same day          |
| 7.   | Arms License is signed by Inspr./Arms  | Inspr./Arms            | Same Day          |
| 8.   | Fee is deposited by the licensee at the cash counter and Arms License duly renewed is returned to the licensee.  | Inspr./Arms/Cashier    | Same Day          |
| 9.   | Papers sent to record room for keeping in the folders  | I/C Record             | Same Day          |
| <b>Issuance of Permanent Fireworks License</b> |  |                        |                   |
| 1.   | Applicant collects application form and affidavit from the Explosive counter of Licensing Unit.  | Explosive counter      | Same day          |
| 2.   | Applicant fills the forms alongwith required documents and submits at Explosive counter of Licensing Unit a scrutiny fee of Rs.200/- to be deposited at Licensing Unit.                        | I/C Explosive          | Same day          |
| 3.   | After scrutiny of applicant & documents the file is put up for seeking verification  | I/C Explosive          | 5 days            |

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|  | from local police, MCD, DDA, Fire etc. to the Authority   | Inspr/Explosive<br>ACP/A & E<br>Addl.CP/lic                  |          |
| 4.   | After the approval of the authority the NOCs are sought from the other authorities i.e. MCD, Local Police, DDA, Fire etc. with a copy to applicant.                             | I/C Explosive<br>Inspr/Explosive                             | 3 days   |
| 5.   | After receipt of the required NOC's file is put up for approval of the inspection of the shop by the officer of this office.  | I/C Explosive<br>Inspr/Explosive<br>ACP/A & E<br>Addl.CP/lic | 5 days   |
| 6.   | Inspection report is submitted to the competent authority for approval of the NOC, if all reports are positive including inspection.  | I/C Explosive<br>Inspr/Explosive<br>ACP/A & E<br>Addl.CP/lic | 3 days   |
| 7.   | After approval of the competent authority NOC/License is granted  | I/C Explosive<br>Inspr/Explosive<br>ACP/A & E<br>Addl.CP/lic | 2 days   |
| <b>Renewal of Fireworks License issued by this office.</b> |   |  |          |
| 1.   | Applicant collects application form and affidavit from the Explosive counter of Licensing Unit.   | Explosive counter  | Same day |
| 2.   | Applicant fills the forms alongwith required documents and submits at Explosive counter of Licensing Unit a Renewal fee of Rs.500/- annually to be deposited at Licensing Unit. | I/C Explosive  | Same day |
| 3.   | After scrutiny of applicant & documents the file is put up for seeking verification from local police and Fire to the Authority   | I/C Explosive<br>Inspr/Explosive<br>ACP/A & E<br>Addl.CP/lic | 5 days   |

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| 4. | After the approval of the authority the NOCs are sought from the other authorities i.e. Local Police and Fire with a copy to applicant.  | I/C Explosive<br>Inspr/Explosive                             | 2 days   |
| 5. | After receipt of the required NOC's file is put up for approval of the inspection of the shop by the officer of this office.             | I/C Explosive<br>Inspr/Explosive<br>ACP/A & E<br>Addl.CP/lic | 3 days   |
| 6. | Inspection report is submitted to the competent authority for approval of the Renewal, if all reports are positive including inspection. | I/C Explosive<br>Inspr/Explosive<br>ACP/A & E<br>Addl.CP/lic | 5 ays    |
| 7. | Endorsement for renewal of the License is made.  | I/C Explosive<br>Inspr./Explosive                            | Same day |

| <b>Issuance of Petrol pump, CNG &amp; LPG pump NOCs</b> |   |  |          |
|---|---|--|----------|
| 1.  | Applicant collects application form and affidavit from the Explosive counter of Licensing Unit.   | Explosive counter  | Same day |
| 2.  | Applicant fills the forms along with required documents and deposit at licensing unit.  | Reception  | Same day |
| 3.  | After scrutiny of applicant & documents the file is put up for seeking verification from local police, MCD, DDA, Fire etc. to the Authority         | I/C Explosive<br>Inspr/Explosive<br>ACP/A & E<br>Addl.CP/lic | 7 days   |
| 4.  | After the approval of the authority the NOCs are sought from the other authorities i.e. MCD, Local Police, DDA, Fire etc. with a copy to applicant. | I/C Explosive<br>Inspr/Explosive                             | 2 days   |
| 5.  | After receipt of the required NOC's file is put up for approval of the inspection of the Site by the officer of this office.                        | I/C Explosive<br>Inspr/Explosive<br>ACP/A & E<br>Addl.CP/lic | 5 days   |
| 6.  | Inspection report is submitted to the competent authority for approval of the NOC, if all reports are positive including inspection.                | I/C Explosive<br>Inspr/Explosive<br>ACP/A & E<br>Addl.CP/lic | 3 days   |
| 7.  | After approval of the competent authority NOC is granted  | I/C Explosive<br>Inspr/Explosive<br>ACP/A & E<br>Addl.CP/lic | 2 days   |
| <b>Renewal of Petroleum License</b>                     |   |  |          |
| 1.  | Applicant apply for renewal of the license alongwith required documents and submits at Explosive counter of Licensing                               | I/C Explosive  | Same day |

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|  | Unit a Renewal fee to be deposited at Licensing Unit.   |  |          |
| 3.   | After scrutiny of applicant & documents the file is put up for seeking verification from local police and Fire to the Authority   | I/C Explosive<br>Inspr/Explosive<br>ACP/A & E<br>Addl.CP/lic | 5 days   |
| 4.   | After the approval of the authority the NOCs are sought from the other authorities i.e. Local Police and Fire with a copy to applicant.   | I/C Explosive<br>Inspr/Explosive                             | 2 days   |
| 5.   | After receipt of the required NOC's file is put up for approval of the inspection/Renewal of the site by the officer of this office.  | I/C Explosive<br>Inspr/Explosive<br>ACP/A & E<br>Addl.CP/lic | 3 days   |
| 6.   | Inspection report is submitted to the competent authority for approval of the Renewal, if all reports are positive including inspection.  | I/C Explosive<br>Inspr/Explosive<br>ACP/A & E<br>Addl.CP/lic | 5 ays    |
| 7.   | Endorsement for renewal of the License is made.   | I/C Explosive<br>Inspr./Explosive                            | Same day |
| <b>Issuance/Renewal of Sulpur/Poison License</b> |   |  |          |
| 1.   | Applicant collects application form and affidavit from the Explosive counter or can download from website <a href="http://www.delhipolicelicensing.gov.in">www.delhipolicelicensing.gov.in</a> of Licensing Unit. | Explosive counter/Website                                    | Same day |
| 2.   | Applicant fills the forms along with required documents and deposit at licensing unit.  | Reception  | Same day |
| 3.   | After scrutiny of applicant & documents the file is put up for seeking verification from local police, MCD, DDA, Fire etc. to the Authority   | I/C Explosive<br>Inspr/Explosive<br>ACP/A & E                | 7 days   |

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|    |   | Addl.CP/lic  |        |
| 4. | After the approval of the authority the NOCs are sought from the other authorities i.e. MCD, Local Police, DDA, Fire etc. with a copy to applicant. | I/C Explosive<br>Inspr/Explosive                             | 2 days |
| 5. | After receipt of the required NOC's file is put up for approval of the inspection of the Site by the officer of this office.                        | I/C Explosive<br>Inspr/Explosive<br>ACP/A & E<br>Addl.CP/lic | 5 days |
| 6. | Inspection report is submitted to the competent authority for approval of the License, if all reports are positive including inspection.            | I/C Explosive<br>Inspr/Explosive<br>ACP/A & E<br>Addl.CP/lic | 3 days |
| 7. | After approval of the competent authority License is granted/Renew  | I/C Explosive<br>Inspr/Explosive<br>ACP/A & E<br>Addl.CP/lic | 2 days |

## **II) For the Grant of License to Guest Houses / Hotels / Motels etc.:-**

Check list regarding application for grant of licence to Guest Houses, Hotels, Motels etc. under Regulations for keeping places of public entertainment in the Union Territory of Delhi—1980.

### **Requirement for a guest house**

1. **Land:** The minimum size of plot shall be 200 sqm in regular plotted development areas and 75 sq.m in Re-habilitation colonies, walled city, special area, regularized-unauthorized colonies, resettlement colonies & urban villages with relaxation of + - 5% .
2. **Minimum Right of Way (ROW)**
  - a. **In A & B Colonies:** 18 mts ROW in regular plotted development.
  - b. **In C & D Colonies:** 18 mts ROW in regular residential plotted development, 13.5 mts ROW in rehabilitation colonies and 9 mts ROW in regularized-unauthorised colonies, re-settlement colonies, Walled City, special area and urban villages; and in pedestrian shopping streets (of less than 6 mts ROW.)
  - c. **In E, F & G colonies:** 13.5 mts ROW in regular plotted development, 9 mts ROW in rehabilitation colonies and 6 mts ROW in Walled City, regularized-unauthorised colonies, re-settlement colonies, special area and urban villages; and in pedestrian shopping streets (less than 6 mts ROW.)

### **Requirement at the time of applying for a license.**

1. Application on the prescribed proforma alongwith affidavit.
2. Land Ownership proof, legal occupancy documents of the premises like, Rent receipt /Lease deed / agreement / NOC from Landlord, if tenant.
3. Site Plan / Key Plan.
4. Structure Stability Certificate from Regd. Engineer.
5. Certificate of height of the building from Regd. Architect.
6. NOC regarding regularization / approval / sanction of building from Land Owning Agency in case of new guest houses situated outside Special Area.
7. Completion Certificate in case of Hotels / Service Appts./ Motels etc.

### **NOCs Required.**

1. NOC from Delhi Fire Service from fire safety point of view.

2. Character verification and suitability report from Law & order point of view from District Police as also report from traffic police except spl. area.
3. Trade License from Mpl. Authorities.

**For Renewal of License to Guest house/hotel/motel.**

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1. Fire NOC should be valid.
2. Mpl. Health Trade License should be valid.

**Procedures**

| S.No | Activity  | Level of action   | Time frame |
|------|---|---|------------|
| 1.   | Applicant collects the specimen application form & affidavit from Reception of Licensing Unit or Distt. Police Licensing Counter or can also be downloaded from our website i.e. <a href="http://www.delhipolicelicensing.gov.in">www.delhipolicelicensing.gov.in</a>   | Reception/website                                       | -          |
| 2.   | Applicant fills the form alongwith required documents and submits the same at Reception Counter of Licensing Unit or Distt. Police Licensing Counter.   | Licensing Counter                                       | -          |
| 3.   | On receipt of the Application form and the supporting documents, they are reviewed. If documents are incomplete, the applicant is asked to furnish the remaining documents. If complete, the file is moved to obtain orders from Authorized Officer.  | Incharge /Hotel<br>Inspr./Hotel ACP/H&R                 | 3 day      |
| 4.   | Reports of the character & antecedents of applicant, suitability of place from Law & order point of view, report of fire safety and means of escape point of view, and hygiene/grant of health trade license are asked from local police, fire department and Mpl. Authorities. Report from traffic police is also called for in case of Hotels/service Appt. as also Guest Houses not situated in special Area or PSS. | Incharge /Hotel<br>Inspr./Hotel ACP/H&R                 | 3 days     |
| 5.   | On receipt of the requisite reports, the establishment may be inspected by the officers of licensing unit.  | Incharge /Hotel<br>Inspr./Hotel ACP/H&R<br>Addl.CP/Lic. | 10 days    |

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| 6. | The file is sent up to the licensing authority to seek orders with regards to the grant/rejection of the lodging licence under the Regulations for keeping places of Public Entertainment in U.T. Delhi-1980. After approval, a written communication is sent to the applicant to deposit the requisite fee and also to append the signature on the license documents which is issued immediately thereafter. | In charge /Hotel<br>Inspr./Hotel ACP/H&R<br>Addl.CP/Lic. | 7 days |
| 7. | After grant of license, the licensee has to apply for renewal of license in March and license is renewed if the fire NOC and Mpl. Trade license are valid. If not, fresh NOCs are to be obtained. The licensing authority may renew the license even when not applied in time.  | Incharge /Hotel<br>Inspr./Hotel ACP/H&R                  | 7 days |

### III) Registration of Eating House

#### Requirement for Registration certificate.

1. Valid Mpl. Health Trade License.
2. Registration under Delhi shops & Establishment Act.

#### Requirements at the time of applying for Registration Certificate.

1. Application on the prescribed proforma alongwith affidavit.
2. Ownership proof, legal occupancy documents of the premises like , Rent receipt/Lease deed/ agreement / NOC from Landlord, if tenant.
3. Site Plan / Key Plan.

| S.No | Activity   | Level of action     | Time frame |
|------|--|---------------------|------------|
| 1.   | Applicant collects the prescribed application form along with affidavit from reception of Licensing Unit or Distt. Police Licensing Counter or can also be downloaded from our website i.e. <a href="http://www.delhipolicelicensing.gov.in">www.delhipolicelicensing.gov.in</a> | Reception / website | -          |
| 2.   | Applicant fills the form alongwith required  | Diarist             | -          |

|   |   |  |           |
|---|---|--|-----------|
|   | documents and submits the same at reception counter of Licensing Unit or Distt. Police Licensing Counter.   |  |           |
| 3.  | On receipt of the application form alongwith the supporting documents, it is examined and if found complete, file is submitted to Authorized Officer for forwarding the case for reports for suitability of place and character/ antecedents of the applicant. In case of incomplete documents the applicant is informed by post to make good the shortcomings. | I/C E.H.<br>Inspr./E.H.                            | 3 days.   |
| 4.  | On receipt of both the reports the file is submitted to Registering Authority for orders.   | I/C E.H.<br>Inspr./E.H.<br>ACP/H&R<br>Addl.CP/Lic  | 3 days    |
| 5.  | After approval of Registering Authority, the applicant is called by post, to deposit required fee and R.C. issued after Updating record in computer as well as concerned register.  | I/C E.H.   | Same Day. |
| <b>Renewal of eating house registration certificate</b> |   |  |           |
| 1.  | The RC holder is required to apply for renewal on prescribed format within thirty days of the expiry of Registration certificate and renewal is generally affected on the same day.   | I/C E.H.<br>Inspr./E.H.<br>ACP/H&R<br>Addl.CP./Lic | Same day. |
| 2.  | The registration authority may renew the certificate of registration, if application is not made within 30 days of its expiry on payment of double the normal registration fee.   | I/C E.H.<br>Inspr./E.H.<br>ACP/H&R.                | Same day  |
| 3.  | After renewal the record i.e. register as well as computer is updated.  | HC / Eating House<br>I/C E.H.                      | Same day. |

| <b>Issuance of Cinema License</b> |   |              |  |
|-----------------------------------|---|--------------|--|
| 1.                                | Applicant collects the Application form for the grant of Provisional Certificate from any of the below:-<br><br>1. Reception of Licensing Unit.<br>2. Designated Counter of Cinema at Public Lounge-II.<br>3. Downloads from the website of Licensing Unit.<br>4. Licensing counter in the concerned Distt. DCP office.   | Dealing hand |  |
| 2.                                | Applicant fills the form and submits at the designated counter of Cinema Section at the Public Lounge.  | Dealing hand |  |
| 3.                                | On receipt of Application Form and supporting documents at the counter. These are shown to senior officers on day to day basis and after receiving the same from senior officers, application form diaries in the Diary Register of Cinema Section and mark diary number on the application. These applications examined as per rules of the Delhi Cinematograph Rules at branch level.   | Dealing Hand |  |
| 4.                                | If the application and documents are found incomplete, a letter has to be written to the applicant after obtaining orders of the senior officers.   | Dealing Hand |  |
| 5.                                | If these documents found complete, the same put-up to senior officers for obtaining orders for sending the site plans to concerned land owning agency for their examination as per provisions of the existing building bye-laws, Master Plan of Delhi, Delhi Cinematograph Rules, 2008 and other related rules for the proposed construction area. Similarly a letter is also been written to concerned Local Police and Traffic Police for sending their comments from Law and Order point of view, Character & Antecedents report in respect of | Dealing Hand |  |

|     |  |                   |  |
|-----|--|-------------------|--|
|     | applicant, suitability of place and NOC from Traffic point of view.  |                   |  |
| 6.  | As per Rule 4 (5) of DCR, 2008 Public Notice is also invited in the leading news papers through PRO, Police Headquarters.<br>If needed, the site inspection is also be carried out by the licensing authority jointly with local police, traffic or any other authority.   | ACP/Inspr. Cinema |  |
| 7.  | Provisional Certificate under Rule-4 of DCR, 2008 is granted on receipt of sanctioned plans from concerned land owning agency, after satisfying itself about suitability and NOCs from concerned Local Police, Traffic Police.   | ACP/Inspr. Cinema |  |
| 8.  | After completion of the building, an application in Form-A (F-CN-02) for the grant of a Cinematograph License along with the supporting documents shall be submitted by the applicant to the staff sitting on the designated counter of the Cinema Section in Public Lounge for issuing Cinematograph License under Section 10 of the Cinematograph Act, 1952.   | Dealing Hand      |  |
| 9.  | On receipt of Form-A for grant of Cinematograph License, along with the required documents, the Licensing Authority shall get the place/site inspected by the 'inspecting team' comprising officers of Fire Deptt., Electrical Deptt., Health Deptt., Building Deptt. as per procedure laid down in Rule-16 of Delhi Cinematograph Rules, 2008. The defects revealed by inspection team during the joint inspection shall be brought to the notice of the applicant who will get the same rectified. As mentioned earlier, the licensing authority shall include Local Police and the Traffic police as part of the inspecting team. | Dealing Hand      |  |
| 10. | After removal of defects and receiving NOCs from the concerned agencies, the case will be put-up to Addl. C.P./Licensing for grant of license for a period of 10 years, as prescribed under Rule 3 of Delhi Cinematograph Rules, 2008 on Form  | Dealing Hand      |  |

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|  | <p><b>“B” (Form No.F-CN-03).</b> After taking the order from the Addl.CP/Lic., License is granted to the applicant. Approval of sanction of admission rates is also granted to the applicant at the time of grant of license, for which he applied separately.</p> |  |  |
|--|--|--|--|

| <b>Renewal of Cinema License</b> |   |              |  |
|----------------------------------|---|--------------|--|
| 1.                               | An application for renewal of a Cinematograph license shall be submitted in form-A ( <b>Form No.F-CN-02</b> ) at least six months prior to the date of expiry of the license along with the supporting documents to the staff sitting on the designated counter of Cinema Section in Public Lounge.   | Dealing Hand |  |
| 2.                               | After receiving Form-A for renewal of Cinematograph License, along with the required documents, the Licensing Authority shall get a joint inspection done by the 'inspecting team', including local police and traffic police, following the procedure outlined in Rule 16 of Delhi Cinematograph Rules, 2008. The inspecting team shall submit its inspection report within reasonable time and before the expiry of the license. The defects, if any, revealed by the inspection team during the joint inspection shall be brought to the notice of the licensee and the same will be rectified by the cinema management. | Dealing Hand |  |
| 3.                               | After removal of shortcomings, if any pointed out in the Joint Inspection, the case will be put-up to Addl. C.P./Licensing for the renewal of the license. After accorded approval by Addl. Commissioner of Police, Licensing, the cinematograph license will be renewed for a period of 10 years, as per the term prescribed under Rule 3 of Delhi Cinematograph Rules, 2008.  | Dealing Hand |  |
| 4.                               | In case, the licensing authority was not able to renew the license before the expiry of the term of said license for the reasons, beyond the control of the licensing authority and not directly attributable to the license, it may for the reasons to be recorded in writing, grant a temporary permit for a period not exceeding two months at a time and in any case for not more than six months in all, subject to the terms and conditions of the license sought to be renewed. This   | Dealing Hand |  |

|  |   |                           |  |
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|  | shall be as per Delhi Cinematograph Rules-2008.   |                           |  |
| <b>CASUAL LICNESE (Cinema)</b> (Rule 3(2) DCR, 2008) |   |                           |  |
| 1.   | If any person desires to hold a Film Festival or otherwise screening of films, he shall submit an application along with the supporting documents to the staff sitting on the designated counter of Cinema Section in Public Lounge.  | Dealing Hand              |  |
| <b>Annual Joint Inspection</b> (Rule 17 of DCR-2008) |   |                           |  |
| 1.   | A joint inspection is required to be carried out by the inspecting team, at least, once in a year. The same will be done on the prescribed proforma of Licensing Branch ( <b>Form No.F-CN-06</b> ) and the fees as prescribed in the third Schedule shall be chargeable for the joint annual inspection.  | ACP/Inspr. Cinema Section |  |
| 2.   | As per direction of Hon'ble L.G., Delhi vide GNCT, Delhi's letter No.F-18/05/1999/HP-11/09 dated 7-Jan-2009, bi-annual joint inspection of the Cinemas of Delhi is also carried out. For which letters along with the inspection schedule is sent to all concerned agencies/ officers i.e Fire Deptt., Electrical Deptt., Health Deptt., Building Deptt. (MCD, NDMC, DCB etc.), GNCT, Delhi as well as Licensee of Cinema Halls of Delhi.<br><br>The inspecting team shall submit its report regarding the compliance of the relevant statutory provisions to the licensing authority.  | ACP/Inspr. Cinema Section |  |
| 3.   | The licensing authority shall bring to the notice of the applicant or the licensee, as the case may be, the defects, if any, reported by the inspecting team after carrying out of inspection on the spot by giving specified time. On receipt of compliance from the Licensee/Manger, the same is forwarded to the concerned technical/civic agency for re-inspection of the shortcomings under intimation to Licensing Unit.<br><br>The licensing authority shall direct the licensee to remove the defects or deficiencies so reported within a time specified by the concerned member of the inspecting team, failing which proceedings for suspension or revocation of license shall be initiated against the licensee.<br><br>After conducting Bi-Annual/Annual joint inspection a consolidate reply regarding attending the joint inspection by the above mentioned agencies have been sent to Home Deptt. of GNCT, Delhi. | ACP/Inspr. Cinema Section |  |

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|----------------------------|--|---------------------------|--|
| 4.                         | If any member of the inspecting team is absent during inspection, the same shall be reported to the concerned authority for intimating action and report submission.   | Dealing Hand              |  |
| 5.                         | After conducting Bi-Annual/Annual joint inspection, a consolidated report is prepared and sent to the Home Deptt. GNCT, Delhi.   | ACP/Inspr. Cinema Section |  |
| <b>Surprise Inspection</b> |  |                           |  |
| 1.                         | Surprise inspection of a place having cinematograph license can be carried out at any time by the licensing authority.   | ACP/Inspr. Cinema Section |  |
| <b>ALTERATION</b>          |  |                           |  |
| 1.                         | <p>If any licensee shall desire alteration in his cinema as per Rule-22, DCR-2008 he has to give a notice in writing of his intention to make any alteration in any portion of the licensed place to the Licensing Authority along with complete set of site plan and building plans, elevations, sections and specifications of the work proposed to be executed, drawn up in quadruplicate.</p> <p>The licensing authority shall not give sanction unless the building authority, chief fire officer and the electrical inspector, have certified that the proposed alteration is in accordance with the provisions of DCR-2008 and also conforms to the provisions in the relevant building bye-laws as amended from time to time before giving sanction for any alterations in a cinematograph licensed premises.</p>  | Dealing Hand              |  |
| <b>REPAIR</b>              |  |                           |  |
|                            | <p>(Rule-23 DCR-2008)</p> <p>If any licensee of Cinema of Delhi wants to repairs its cinema as per Rule-23, DCR-2008 he shall give a notice in writing to the licensing authority and submit the same to the person sitting at the designated counter of Cinema Section in Public Lounge-II of his intention to carry out any repairs or re-decorations necessitating the use of scaffolding, cradles or plant, giving full details of the position thereof, if it is intended that the public shall be admitted while such scaffolding, cradles or plant are in position or in use. The licensing authority shall not give sanction thereto unless the Chief, Fire Officer or an officer deputed by him in this regard certifies that alterations and use of scaffolding, cradles, etc. do not obstruct means of escape or effective evacuation in the event of fire, panic or any other emergency conditions. If the licensing authority so requires, the licensed place shall be closed to public until the work has been completed and the scaffolding, cradles and plant are removed.</p> | Dealing Hand              |  |

| <b>REVISION OF TICKETS /CLASSIFICATION OF SEATS</b> |  |                   |  |
|---|--|-------------------|--|
|   | <p>(Rule-13 DCR-2008)</p> <p>If any Licensee intends to increase the rate for admission to the cinematograph exhibition, he shall make an application in writing to the licensing authority stating the reasons therefore, at least, seven days before the date on which it is proposed to give effect to the increase in such rates.</p> <p>Such applications are examined as per rules, if found in order, then putup for order of senior officers, if not reason/clarification has been asked from the licensee. Such approval shall not be granted more than twice a year.</p>                               | Dealing Hand      |  |
| <b>TOURING CINEMA (Rule-20 DCR-2008)</b>            |  |                   |  |
|   | <p>i) The apparatus used in the touring cinematograph used for public exhibitions shall be brought for inspection of the electrical inspector, annually.</p> <p>ii) After such inspection, if the electrical inspector is satisfied that a touring cinematograph apparatus complies with the provisions of the Delhi Cinematograph Rules-2008, he shall issue a certificate to this effect in Form 'D' (<b>Form No.F-CN-07</b>). A certificate issued shall be effective for a maximum period of one year.</p> <p>iii) Fees shall be payable for the grant and renewal of a certificate as per fee schedule.</p> | Dealing Hand      |  |
|   | <p>The nonconformities observed/ detected at various stages are recorded in the nonconformity register and actions are initiated in accordance with QSP-04, procedure for control of nonconforming process.</p>  | ACP/Inspr. Cinema |  |

| <b>Issuance of declaration of Printing Press and Publications</b>   |  |                        |          |
|---|--|------------------------|----------|
| 1.  | Applicant collects the Application Form from Reception for Publication purpose and for Printing Press Installation, can also download it from the website <a href="http://www.delhipolicelicensing.gov.in">www.delhipolicelicensing.gov.in</a> | I/C Reception, website | Same day |
| 2.  | Applicant fills the form (Part-I) and submits at the designated counters in the public lounge (Press) along with four extra sets of the documents, as applicable.  | Counter Clerk          | Same day |
| <b>If the applicant wants to publish a Newspaper/Magazine/ Journal /Periodical/ Newsletter, the following Documents are required</b>  |  |                        |          |
| a) Form of Application (Part-I) for Publication – duly completed.<br>b) Four Passport size photographs duly attested by a serving Gazetted Officer.<br>c) Proof of residence like photocopy of recent Electricity Bill, Water Bill, Telephone Bill, Driving License, Passport, Tax Return, Property/House Tax, etc. (Attested by GOs). Copy of PAN card would be accepted only with a copy of Tax Return depicting the address.<br>d) Declaration of Printing Press, from where they will print their publication .   |  |                        |          |
| <b>If the applicant wants to install Printing Press, the following Documents are required</b>   |  |                        |          |
| Form of application for Printing Press declaration – duly completed along with the following documents:-<br>a) One photograph of the applicant duly attested by a serving gazetted Officer<br>b) Three specimen signatures of the applicant duly attested by a serving Gazetted Officer.<br>c) Photocopy of receipt of the machinery purchased for the press or any other documents, challans, bills etc. duly attested by a serving gazetted officer.<br>d) In case, the applicant is the owner of the Printing Press premises, he will submit a copy of the ownership proof, i.e, copy of G.P.A , S.P.A etc with an affidavit, on Rs. 10/- stamp paper duly attested by notary.<br>e) Following documents in case applicant is not the owner of the Printing Press premises :-<br>(i) Copy of rent receipt duly attested by a Gazetted Officer.<br>(ii) Copy of rent deed duly attested by a Gazetted Officer.<br>(iii) Copy of No Objection Certificate from the landlord on Rs. 10/- stamp paper, duly attested by Notary.<br>(iv) Copy of affidavit as per specimen provided by this office ( In both cases whether applicant is the owner of premises or if he is a tenant in the premises of the Printing Press situated)<br>(v) Copy of the affidavit as per specimen issued by this office ( In case the owner of the property |  |                        |          |

|   |   |  |         |
|---|---|--|---------|
| who installed Printing Press in his own premises) |   |  |         |
| 3.  | <p>On receipt, the Application Form and the supporting documents are reviewed. If the form and supporting documents are incomplete, the same is returned back to the applicant with required direction for completion. If complete, the counter clerk then, directs the applicant to take down their DM Number and File Number which will be provided within two working days after the date of submission of the form.</p> <p>If complete, we receive the application and return back a set of copy with receiving and a seal conforming that Afterwards, the applications are entered in the register and a number is generated for every form received which is called File Number and later on, the entry is feeded in the computer system for record. Then one of the set which is sent to RNI for title verification is given after putting a number which is called DM Number and this number is afterwards used as reference number to know their status of title in the RNI office as well as RNI Website.</p> | Counter Clerk/<br>Computer Operator  | 2 days  |
| 4.  | <p>The Application Form and the supporting documents are forwarded to the concerned SHO through his District DCP. The Police Station is decided on the base of residence of Owner / Printer /Publisher/ Place of publication and location existence of the printing press from where they will print their publication. Along with this, the verification report form is also sent to the SHO for verifying its contents. This form contains the particulars of the applicant. One set of the form as mentioned earlier is sent to Registrar of Newspapers for India for title verification after putting the DM Number. The record is then updated in the computer as well as in the</p>   | Despatcher, Computer operator for record maintaing and I/C Press for forwarding letters to DCP/Distts. | 15 days |

|  |   |  |        |
|--|---|--|--------|
|  | manual register with the dispatch number's sent to RNI and districts/DCPs.  |  |        |
| 5.   | When the case comes back to the Licensing Branch, Computer operator and I/C Press updates the entry in the computer as well as in the title verification register.<br><br>In case the report does not come back within 15 days, the reminders are sent  | Diarist, Computer operator and I/C Press | 2 days |
| 6.   | After receiving all reports, i.e., the verification reports from the concerned districts as well as the Title allotted from RNI to the applicant. The applicant is required to submit Form-B along with relevant documents as per checklist.  | Dealing Clerk/Diarist.                   | 3 day  |
| <b>The following documents are required (as per checklist) for authentication of declaration</b>   |   |  |        |
| a) 4 Copies of Form B<br>b) 1 photograph and 3 specimen of the publisher/ printer duly attested by G.O.<br>c) Copy of Printing Press declaration attested by G.O<br>d) Copy of title issued from RNI duly attested by a G.O<br>e) Affidavit as per specimen duly attested by Notary.<br>f) Copy of resolution, in case the owner is firm / company or a society.<br>g) Income proof of the publisher/ printer duly attested by a G.O<br>h) residential proof of the publisher/ printer duly attested by G.O<br>i) Copy of the appointment letter of the publisher/ Printer in case the owner is a company/ firm or society |   |  |        |
| 7.   | Keeping in view the volume of cases, Dealing clerk and assistant dealing clerk prepares note sheet with details of each case separately with respective verification report of the SHO as well as the title allotted from the Registrar of Newspapers for India. The Inspector Press check and sign the notesheet prepared. | Dealing Clerk / Inspector (Press)        | 4 days |
| 8.   | The note sheet is then sent to the Addl. CP through Addl. DCP/ Licensing for  | Dealing Clerk                            | 3 days |

|     |   |               |        |
|-----|---|---------------|--------|
|     | perusal and decision for authentication/rejection of declaration.   |               |        |
| 9.  | The authenticated declaration is then entered in a separate register, which is called as "declaration register" meant for cases after authentication. A unique declaration number is given to the applicant to start their publication. | Dealing Clerk | 1 day  |
| 10. | After authentication of the declaration, the applicant is informed through telephone to collect the declaration.  | Dealing Clerk | 2 days |

| <b>IV) Issue of fresh video games parlour's license.</b> |  |  |                |
|--|--|--|----------------|
| 1.   | Applicant collects the application and affidavit from reception counter or can download it from the website <a href="http://www.delhipolicelicensing.gov.in">www.delhipolicelicensing.gov.in</a> .   | Reception / website  | -              |
| 2.   | Applicant fills the form and affidavit on Rs.10/- stamp paper, deposits it with the diarist alongwith required documents (proof of ownership/rent agreement, site plan, blue print)  | HC /Auditorium   | -              |
| 3.   | On receipt of the application form and its enclosures the same is examined and if it is found complete, a report is called from concerned Distt. DCP, Electrical Inspr., Chief Fire Officer & Trade License of concerned civic agency.   | HC /Auditorium & Auditorium.<br>Inspr./Lic.<br>Addl.DCP/Lic. | I/C<br>2 days. |
| 4.   | In case of receipt of all the four positive reports, the file is submitted to Addl.CP/Licensing. And VGP license is issued to the applicant after depositing required fee.   | HC /Auditorium & Auditorium.<br>Inspr./Lic.<br>Addl.DCP/Lic. | I/C<br>2 days. |
| 5.   | In case of negative report from any of the three agencies viz. Distt. DCP, Chief Fire Officer & Electrical Inspr., the same is conveyed to the applicant.  | HC /Auditorium & Auditorium.<br>Inspr./Lic.<br>Addl.DCP/Lic. | I/C<br>2 days. |
| 6.   | If the applicant submits reply, the same is examined in this office in the light of the Regulations and if it is felt necessary the comments of agency who have sent negative report, are called. The premises is also got inspected through an officer of Licensing Branch, if necessary. | HC /Auditorium & Auditorium.<br>Inspr./Lic.<br>Addl.DCP/Lic. | I/C<br>2 Days. |
| 7.   | If the report still remains negative, the application is rejected. If the agency reviews the report and sends its report as positive, the application is considered for the issuance of a VGP license.   | HC /Auditorium & Auditorium.<br>Inspr./Lic.<br>Addl.DCP/Lic. | I/C<br>2 days. |

| <b>Renewal of fresh video games parlour's license.</b> |  |   |           |
|--|--|---|-----------|
| 1.   | The licensee shall apply for renewal of VGP license before 30 days prior to its expiry i.e. 31 <sup>st</sup> December. Application will be on a simple paper and an affidavit on a stamp paper of Rs.10/- on the format and report from Traffic, Local Police, Fire and Trade License is called for. | Reception / website   | --        |
| 2.   | On receipt of reports the file is submitted for the approval of renewal to Addl.DCP/Lic. After the approval of ACP/Lic. Entries are made to license as well as register.   | HC /Auditorium & I/C Auditorium.<br>Inspr./Lic.<br>Addl.DCP/Lic.        | 1 day.    |
| 3.   | After renewal the license is handed over to the licensee against his proper receipt after depositing the required fee.   | HC/Auditorium.  | Same day. |
| <b>V) Issue of fresh license for Swimming Pool.</b>    |  |   |           |
| 1.   | Applicant collects application form & affidavit from Reception or counter or can download it from the website <a href="http://www.delhipolicelicensing.gov.in">www.delhipolicelicensing.gov.in</a> .   | Reception / website   | --        |
| 2.   | Applicant fills the form and deposits it with the HC Auditorium along with required documents (water test report, proof of ownership, site plan, blue print, Photograph of Swimming pool & Affidavit )   | HC Auditorium   | --        |
| 3.   | On receipt of the application form along with its enclosures the same is examined and if found fit a report is called from the concerned Distt. DCP, DCP/Traffic , DHO/MCD, NDMC or DCB, SAI coach, Electrical Inspector and from Fire Department, in case of indoor Swimming pool.                  | HC /Auditorium & I/C Auditorium.<br>Inspr./ Auditorium<br>Addl.DCP/Lic. | 2 days.   |
| 4.   | On receipt of positive reports from the agencies as mentioned at Sl. No.3, file is submitted to Addl.CP/Lic. for obtaining approval regarding issuing of the Swimming Pool License.  | HC /Auditorium & I/C Auditorium.<br>Inspr./ Auditorium<br>Addl.DCP/Lic. | 2 days.   |

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|---|--|--|----------|
|   |  | Addl.CP/Lic  |          |
| 5.                                      | After obtaining approval of Addl.CP/Lic. for issuing Swimming Pool license, the applicant is called and after depositing the required fee license is issued to the applicant.  | HC /Auditorium & I/C Auditorium.<br>Inspr./ Auditorium<br>Addl.DCP/Lic.<br>Addl.CP/Lic | 1 day    |
| 6.                                      | In case of negative report from any of the agencies, the same is conveyed to the applicant.  | HC /Auditorium & I/C Auditorium.<br>Inspr./ Auditorium<br>Addl.DCP/Lic.                | 2 days.  |
| 7.                                      | If the applicant submits reply, the same is examined in this office in the light of the Regulations and if it is felt necessary the comments of agency who have sent negative report, are called.  | HC /Auditorium & I/C Auditorium.<br>Inspr./ Auditorium<br>Addl.DCP/Lic.                | 2 Days.  |
| 8.                                      | If the report still remains negative, the application is rejected. If the agency reviews the report and sends its report as positive, the application is considered for the issuance of license.   | HC /Auditorium & I/C Auditorium.<br>Inspr./ Auditorium<br>Addl.DCP/Lic.                | 2 days.  |
| <b>Renewal of Swimming Pool License</b> |  |  |          |
| 1.                                      | The licensee shall apply for renewal of swimming pool license before the day on which such license is to expire. The application shall be on simple paper accompanied by the license, fresh water test report, recommendation of SAI Swimming Coach, MCD Trade License and will deposit it with the HC Auditorium. | HC Auditorium  | -        |
| 2.                                      | On receipt of application with its enclosures, it is submitted on the concerned file, for order to Addl.DCP/Lic.   | HC/ Auditorium<br>I/C Auditorium<br>Inspr./ Auditorium<br>Addl.DCP/Lic.                | One day. |
| 3.                                      | After the approval of Addl.DCP/Lic. Necessary entries are made in license as well as concerned register and then handed over the same to the licensee under his proper receipt, after  | HC/Auditorium.<br>I/C Auditorium<br>Inspr./ Auditorium                                 | One day. |

|   |   |   |       |
|---|---|---|-------|
|   | depositing renewal fee.   |   |       |
| <b>VI) Issue of Performance License</b>   |   |   |       |
| 1.  | The applicant collects the prescribed application form along with the format of affidavit from reception counter of Licensing Unit or Distt. Police licensing counter or can download it from the website <a href="http://www.delhipolicelicensing.gov.in">www.delhipolicelicensing.gov.in</a>          | Receptionist / website                                | -     |
| 2.  | Applicant fills the form and submits the same along with required documents to the Diarist at Licensing counter of Licensing Unit or Distt. Police.   | Diarist   | -     |
| 3.  | In case of performances at licensed premises, performance license is issued on Form E & F as applicable after depositing required fees.   | HC/Amst.<br>I/C Amst.<br>Inspr./Lic.<br>Addl.DCP/Lic. | 1 day |
| 4.  | In case of performance at unlicensed premises/open areas application form along with relevant documents is submitted to the diarist at Licensing Unit.  | Diarist   |       |
| 5.  | On receipt of Application form for amusement/performance at unlicensed premises/open area, reports/NOCs are sought from concerned agencies viz Chief Fire office, Electrical Inspector, Land owning agency, Distt. & Traffic Police, Entertainment Department & Auto Engineer which ever is applicable. | HC/Amst.<br>I/C Amst.<br>Inspr./Lic.                  | 1 day |
| 6.  | On receipt of all NOCs/positive reports from the agencies as mentioned at Srl.No.5 above performance license for unlicensed premises/open area is issued on Form E & F as applicable after depositing the required fee.   | HC/Amst.<br>I/C Amst.<br>Inspr./Lic.<br>Addl.DCP/Lic. | 1 day |
| <b>VII) Issue of fresh license for a place of public amusement (Premises License)</b> |   |   |       |
| 1.  | On receipt of the application along with site plan, the applicant is required to invite objections from the public by placing on a notice board on the form 'A' .   | HC Auditorium<br>I/C Auditorium                       | -     |

|    |   |  |          |
|----|---|--|----------|
|    | Simultaneously, objections from the public through newspapers are called within the stipulated period at the cost of applicant.   |  |          |
| 2. | A letter is sent to the Ex. Engineer (Building) concerned to examine the site plans in the light of MPD-2021, regulations and other bye-laws.   | HC/Auditorium<br>I/C Auditorium<br>Inspr./Auditorium.<br>Add.DCP/Lic.              | 1 day    |
| 3. | The applicant is granted permission in the Form 'C' to construct premises within 2 years, after receipt of positive report from Ex-Engineer (Building) of the concerned civic agency.             | HC/Auditorium<br>I/C Auditorium<br>Inspr./Auditorium.<br>Add.DCP/Lic.              | 1 day.   |
| 4. | After completion of the construction, letter for NOC's from Fire, Electrical, Building, Law & Order, traffic, MCD/NDMC for T/L are sent.  | HC/Auditorium<br>I/C Auditorium<br>Inspr./Auditorium.<br>Add.DCP/Lic.              | 1 day.   |
| 5. | On receipt of NOCs/Positive reports from all agencies, the file is submitted to Addl.CP/Lic. for obtaining approval for issuing Premises license on form D.                                       | HC/Auditorium<br>I/C Auditorium<br>Inspr./Auditorium.<br>Add.DCP/Lic.              | 1 day.   |
| 6. | On approval of License from Addl.CP/Lic, the applicant is directed to deposit the required fee and after that he is issued license on forms D   | HC/Auditorium<br>I/C Auditorium  | Same day |
| 7. | In case of negative report from any of the agencies, the same is conveyed to the applicant.   | HC /Auditorium &<br>I/C Auditorium.<br><br>Inspr./ Auditorium<br><br>Addl.DCP/Lic. | 2 days.  |
| 8. | If the applicant submits reply, the same is examined in this office in the light of the Regulations and if it is felt necessary the comments of agency who have sent negative report, are called. | HC /Auditorium &<br>I/C Auditorium.<br><br>Inspr./ Auditorium<br><br>Addl.DCP/Lic. | 2 Days.  |
| 9. | If the report still remains negative, the application is rejected. If the agency reviews the report and sends its report as positive, the application is considered for the issuance of license.  | HC /Auditorium &<br>I/C Auditorium.<br><br>Inspr./ Auditorium<br><br>Addl.DCP/Lic. | 2 days.  |

## Renewal of license for a place of public amusement (Premises License)

|    |   |  |           |
|----|---|--|-----------|
| 1. | Licensee shall apply for renewal of his license on a simple paper for the renewal of the same.  | HC Auditorium  | -         |
| 2. | On receipt of the application NOCs of the concerned technical agencies. Viz. Chief Fire Officer, Electrical Insp. Exe. Eng. (Building) MCD/NDMC, ETO, Traffic & Distt. Police are called. | HC /Auditorium &<br>I/C Auditorium.<br><br>Inspr./ Auditorium<br><br>Addl.DCP/Lic. | 1 day     |
| 3. | On receipt of positive report / NOCs from all tech. Agencies concerned file is submitted to Addl.CP/Lic. For approval of the renewal of license for one year.                             | HC /Auditorium &<br>I/C Auditorium.<br><br>Inspr./ Auditorium<br><br>Addl.DCP/Lic. | 1 day.    |
| 4. | After the approval of Addl.DCP/lic. the applicant is called to deposit the renewal fee and collect license.   | HC /Auditorium &<br>I/C Auditorium.<br><br>Inspr./ Auditorium                      | Same day. |
| 5. | On arrival the licensee he is handed over the license duly renewed, after depositing renewal fee.   | HC/Auditorium<br><br>I/C/ Auditorium   | Same day. |

# Manual-4

## Norms set for the discharge of functions

[Section 4(1)(b)(iv)]

### **III) LICENSING**

Norms & procedures are mentioned in Manual-3

# Manual-5

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## Rules, regulations, instructions, manuals and records for discharging functions

[Section 4(1)(b)(v)]

Prepare a list of rules, regulations, instructions, manuals and records for discharging functions available with the public authority for the smooth discharge of its functions.

### List of regulations, instructions, manuals and records

| S.No. | Name of the act, rules, regulations etc.                              | Brief gist of the contents  | Reference no., if any. | Price in case of priced publications |
|-------|---|---|------------------------|--------------------------------------|
| 1.    | The Press and Registration of Books Act, 1867                         | Empowers Addl.CP/Lic. for accepting Printing Presses and Declaration of Newspapers/Magazines/Journals/Periodicals                                     |                        | -do-                                 |
| 2.    | The Cinematograph Act, 1952 and the Delhi Cinematograph/ Rules, 2008. | Empowers Addl.CP/Lic. for grant of License for Cinema Halls in the sphere of U.T. Delhi.  |                        | -do-                                 |
| 3.    | The Poison Act, 1919. & Delhi Poison Rules, 1973                      | Empowers Addl.CP/Lic. for issuing Licenses for keeping/storing poison.  |                        | -do-                                 |
| 4.    | Arms Act, 1959  | Empowers Addl.CP/Licensing to grant Licenses for acquisition/possession for NPB weapons in the U.T. of Delhi.   |                        | -do-                                 |
| 5.    | The Petroleum Rules, 2004 & Petroleum Act, 1934.                      | Empowers Addl.CP/Lic. to grant licenses for storage of Petroleum Class-A (not exceeding 300 Ltrs.) And Petroleum Class-B (not exceeding 25,000 ltrs.) |                        | -do-                                 |

|     |  |   |  |      |
|-----|--|---|--|------|
| 6.  | Gas Cylinder Rules- 2004   | Empowers Addl.CP/Lic. for issuing License/Noc for CNG Station/Facility.   |  | -do- |
| 7.  | Explosives Act.,1884 & Explosives Rules, 2008  | Empowers Addl.CP/Lic. for issuing Licenses/NOC for Fireworks license.   |  | -Do- |
| 8.  | The Static & Mobile Pressure vessels (unfired) Rules-1981  | Empowers Addl.CP/Lic. for issuing NOC for LPG Licenses.   |  | -do- |
| 9.  | Regulations for keeping places of public amusement in the UT of Delhi.   | Empowers Addl.CP/Licensing for issuing License for performance public amusement.  |  | -do- |
| 10. | Delhi Eating Houses Registration Regulations 1980-   | Empowers Addl.CP/Lic. for the registration of Licensing for E.H.  |  | -do- |
| 11. | The Regulations for Licensing and Controlling of Places of Public amusement (other than Cinemas) and performance for Public Amusement, 1980. | Empowers Addl.CP/Lic. for licensing and controlling places of Public Amusement (other than Cinemas) and performance for Amusement in the sphere of U.T. of Delhi. |  | -do- |
| 12. | The Union Territory of Delhi of Swimming Pools (Licensing & Controlling Regulations, 1980).  | Empowers Addl.CP/Lic. for Licensing & Controlling Swimming Pools in the sphere of U.T. of Delhi.  |  | -do- |

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# Manual-6

A statement of the categories of documents that are held by it for under its control

[Section 4(1)(b)(vi)]

|    |   |   |                         |                  |
|----|---|---|-------------------------|------------------|
| 1. | Arms License Folders  | Details of Licensee and weapon (s)  | Record Room/Lic. Branch | Permanent Record |
| 2. | Files regarding issue/grant/renewal/inspection of Hotels/ Guest Houses/Cinema Halls/Auditoriums/Arms Ammunition Dealers | Details regarding issue/grant/renewal/inspection of Hotels/ Guest Houses/Cinema Halls/Auditoriums/Arms Ammunition Dealers | Record Room/Lic Branch  | Permanent record |

# MANUAL-12

## The manner of execution of subsidy program

(Section 4(1)(b)(xii))

List of institutions given subsidy

| S.No.   | Name and address of the institution | Purpose for which subsidy provided | No of beneficiaries | Amount of subsidy | Previous years utilization progress | Previous years achievements                    |
|---------|-------------------------------------|------------------------------------|---------------------|-------------------|-------------------------------------|--|
| - NIL - |                                     |                                    |                     |                   |                                     |  |
| S.No.   | Name and address of the beneficiary | Purpose for which subsidy provided | Amount of subsidy   | Amount of subsidy | Scheme and Creterion for selection  | No. of time subsidy given in past with purpose |
| -NIL-   |                                     |                                    |                     |                   |                                     |  |

# Manual-13

Particulars of recipients of concessions, permits or authorizations granted

(Section 4(1)(b)(xiii))

## List of beneficiaries

| S.No | Name and address of the beneficiary | Nature of concession/permit/authorization provided  | Purpose for which granted  | Scheme and criterion for selection                          | No. of times similar concession given in past with purpose. |
|------|-------------------------------------|---|--|---|---|
| 1.   | Defence personnel                   | As per the provisions in Arms Act 1959. License fee and renewal fee is exempted for Defence Personnels. | Licence fee for the grant of Licence for Gun/Rifle is Rs. 120/- and for Revolver/Pistol is Rs. 200/- , renewal fee for renewal of an Arms Licence for Gun/Rifle is Rs. 60/90 respectively and for Revolver/Pistol is Rs. 150 | Subsidy/exemption granted in all cases of Defence Personnel | ----  |

### Following Persons are exempted from Fee

|     |   |
|-----|---|
| 2.  | Serving JCOs of Armed Forces (Gun/Rifle)  |
| 3.  | Serving NCOs of Armed Forces (Gun/Rifle)  |
| 4.  | Retired JCOs & NCOs of Armed Forces (Gun/Rifle)   |
| 5.  | All the Awardees of Territorial Army holding any rank   |
| 6.  | Ex- Commissioned/Retired Commissioned officers of the forces (who are entitled to wear the uniform of such forces) are exempted for fee for revolver/pistol |
| 7.  | Retired Police officers who are permitted to wear ceremonial uniform (Revolver/swords)  |
| 8.  | All the Indian citizens' recipient of any of the Awards/Medals for distinguished/meritorious service.   |
| 9.  | Heads of Diplomatic Missions and staff of foreign mission in India  |
| 10. | Any all Round best IPS Probationer form S.P.N.P.A. Hydrabad.  |

Manual-14  
Information available in an electronic form  
[Section 4(1)(b)(xiv)]

Details of information

| S.No. | Activities for which electronic data available   | Nature of information available  | Can it be shared with public | Is it available on website or is being used as back end data base   |
|-------|--|--|------------------------------|---|
| 1.    | Issue / Grant / Renewal / Registration of licenses for fire arms. Information about the weapon(s) endorsed on a Fire Arms License. | Total no. of licensees, details of weapon endorsed on a particular license, due date of renewal, other details like name, parentage, residential address of licensees etc. | No                           | No, it is in-house developed application and available with backend database.                                 |
| 2.    | Forms concerning Issue / Grant / Revalidation / Renewal of Licenses for Fire Arms Licenses.  | All kinds of forms concerning Issue / Grant / Revalidation / Renewal of Licenses for Fire Arms.  | It is for public use.        | Available on the website <a href="http://www.delhipolicelicensing.gov.in">www.delhipolicelicensing.gov.in</a> |
| 3.    | Licensees & Applicants Name, Address of Hotels/Guest houses & Eating Houses  | Total no. of Licensees & applicant of hotel/guest houses & eating houses   | Yes                          | Available on the website <a href="http://www.delhipolicelicensing.gov.in">www.delhipolicelicensing.gov.in</a> |
| 4.    | All the forms/affidavits and the procedures related to licensing unit  | All the forms and specimens affidavits and procedures  | Yes                          | Available on the website <a href="http://www.delhipolicelicensing.gov.in">www.delhipolicelicensing.gov.in</a> |

# Manual-15

## Particulars of facilities available to citizens for obtaining information

[Section 4(1)(b)(xv)]

### Facilities available for obtaining information

| S.No | Facility available  | Nature of Information available   | Working hours   |
|------|---|---|---|
| 1.   | <b>Reception Counters</b><br>Enquiry Counters as well as forms and other procedures related to this unit. | Enquiry / Forms and other procedures  | 9.30 a.m. to 12.30 p.m.<br>(Monday to Friday)   |
| 2.   | <a href="http://www.delhipolicelicensing.gov.in/">http://www.delhipolicelicensing.gov.in/</a>             | Forms/Procedures/<br>contact details &<br>officers no. etc.                       | Round-the-clock   |
| 3.   | <a href="mailto:adlcp.lic-dl@nic.in">adlcp.lic-dl@nic.in</a>  | For any licensing<br>related<br>complaint/suggesti<br>on e-mails                  | round-the-clock   |
| 4.   | <b>SHORT MESSAGE SERVICE</b>  | Intimating about<br>the due date for<br>renewal to the<br>Arms License<br>holders | Daily   |
| 5.   | <b>Advertisement through Press/Media</b>  | Written<br>guidance/informati<br>on/directions                                    | On special occasions such as<br>Dussehra / Dewali/pujas<br>when advertisement are got<br>published for the sale of fire<br>crackers etc. similarly. |
| 7.   | <b>By Post to Licensees</b>   | Renewal<br>intimation/informat<br>ion/ Written<br>guidance.                       | Round the year as and when<br>need occurs.  |